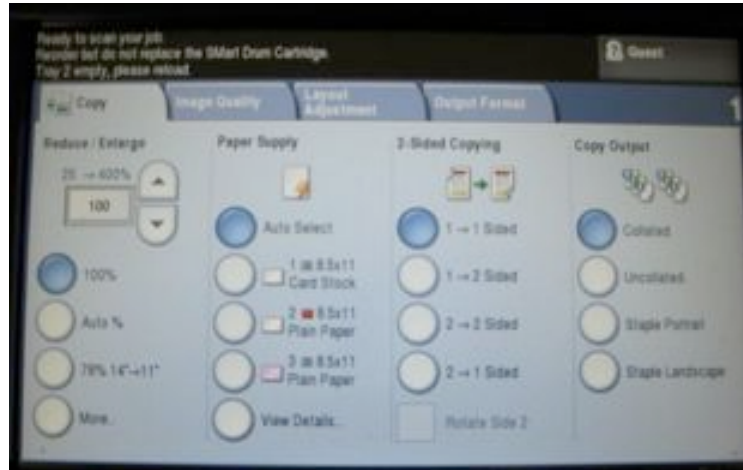


Room 129C - XEROX SCAN to EMAIL

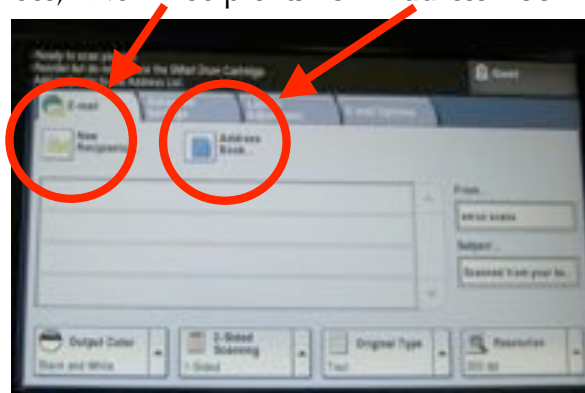
1. Place your document on the glass. Or, you may use the document feeder for multiple pages in one document.
2. Bring documents to be scanned to the Xerox 4250 in Room 129C. The display on the Xerox looks like this:



3. To the left of the display window, push the black button under "Services Home". The display looks like this:



4. The "E-mail" window looks like this.
You have two choices, "New Recipients" or "Address Book"



Follow Steps 4A below to type in an email address.

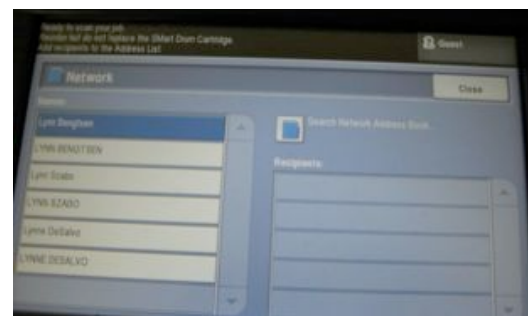
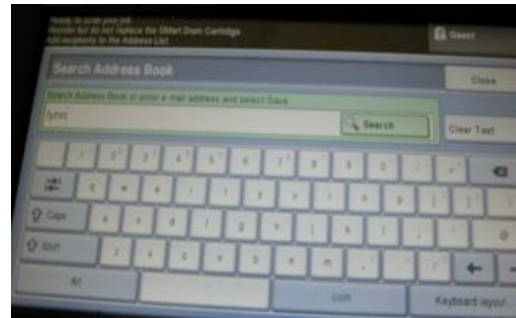
4A. Press “New Recipients” to type in an email address.



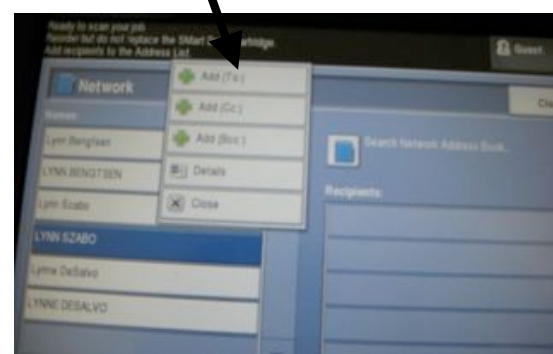
Type in the full email address and press Enter. Pressing “Add” allows you to send the document to multiple email addresses; but it may be easier to forward from your email.

Follow Steps 4B below to locate a name in the Address Book.

4B. Type in your name and press ‘Search’. You’ll get a list of names to choose from.



When you click on your name, you’ll get a pop-up menu. Click “Add To”.



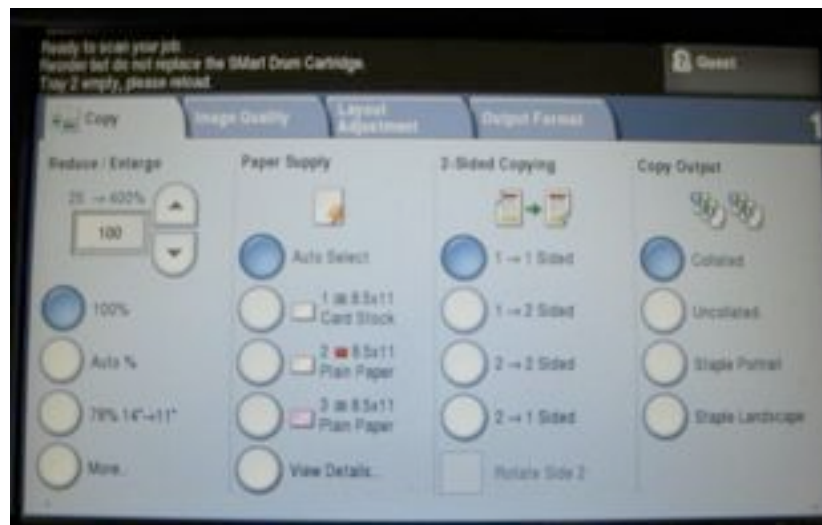
5. When the email address(es) are entered, press the green ‘start’ button on the copier.



6. When finished, press the Yellow 'Clear All' button twice to remove the email address(es) and return to the copy screen for the next user.



The display should look like this:



7. Go to your computer and open e-mail. There will be a message in your inbox that looks like this. The scanned document is a .pdf attachment.

